



Colorado Department of Personnel & Administration

Division of Information Technologies

EMPL Retirement

November 2005

For information on these projects contact:

EMPL to CPPS
Project Manager
Valerie Klemme
(303) 239-4384
valerie.klemme@state.co.us

HRDW
Project Manager
Paula Amelon
(303) 239-4321
paula.amelon@state.co.us

Training
Ranea Taylor
(303) 866-4642
hr.support@state.co.us

DHR Representative
Laurie Benallo
(303) 866-4247
laurie.benallo@state.co.us

HR/Payroll Systems
Manager
Mike Amelon
(303) 239-4335
mike.amelon@state.co.us

Projects to Retire EMPL

DPA is nearing the completion of two projects that will allow us to retire EMPL. The first is to deploy CPPS as our system for recording transactions affecting employees and positions. The second project is a Human Resource Data Warehouse (HRDW) to archive and report both current and historical data on employees, positions, job classes and the workforce.

This newsletter is intended to provide regular updates about these projects to the HR and Payroll community and others who have an interest in this work.

Implementation Date

The implementation schedule to convert all users from EMPL to CPPS has been set for December 5, 2005. EMPL will be shut down for updates permanently at 7:00 p.m. on Friday, December 2, 2005. CPPS will be down over the weekend of December 3rd and 4th and will be opened for input starting Monday, December 5, 2005. From that time all agencies will use CPPS for employee and position actions.

The Human Resources Data Warehouse (HRDW) project is progressing but its implementation schedule has been reassessed to attempt to minimize the impact of the downtime that was projected for the initial database load.

For the immediate future the transactions entered into CPPS will be loaded back into the EMPL database so that it can continue be used for reporting and data extracts.

Please see the HRDW section below for further information.

CPPS Training

The structured training is designed to teach the Human Resources staff who enter employee and position actions into EMPL how to do those actions in CPPS. The training schedule and registration for CPPS training is posted on the web at <http://www.colorado.gov/dpa/dhr/empl/EMPLretire.htm>.

Training is critical to processing HR transactions correctly in CPPS. Security access will not be granted until training has been completed.

If you haven't already attended a training, and you are not a payroll officer, please contact hr.support@state.co.us immediately to schedule training. December training offerings will be limited and are expected to fill quickly.

Human Resources Data Warehouse

The Human Resources Data Warehouse (HRDW) project is progressing but the implementation schedule has been reassessed to attempt to minimize the impact of the downtime that was projected for the initial database load.

A plan has been developed to provide a period of parallel processing to permit reports and file extracts to continue to be generated from the EMPL database

during the load and validation of the HRDW database. This will be accomplished by loading daily change data from the CPPS system back into the EMPL database to keep it current for reporting and file extracts.

Once the HRDW database load and validation is complete the same daily change data will be applied to sync it up with the EMPL database. Parallel processing will continue for the period of time required for agencies to complete any modifications and testing required for the new extracts that will be generated from the HRDW.

The schedule change also allows us to implement the HRDW in phases and to rework the file extracts to incorporate some of the additional data provided by the transition to CPPS. Those changes are relatively minor and are being documented at this time. The documentation will be distributed immediately upon its completion.

In order to communicate these changes we need to identify a contact person in each agency who has direct knowledge of the processing requirements for these extracts. To date, we have been unable to identify that contact for the following agencies:

Regulatory Agencies

Revenue

Health

Health Care Policy & Finance

Judicial

Please contact paula.amelon@state.co.us immediately to provide the contact information for the person in your agency who should receive any further change documentation. We need this information to ensure the timely completion of the HRDW extracts required by your agency.

System Security

Any user requiring new access to CPPS or a change of access to CPPS will need to submit a new security request form. Anyone requesting new personnel update access to CPPS will also need to have completed the training.

Access to the HRDW will be granted via the same security form that allows access to the CPPS system. The security form contains two checkboxes for the HRDW. For the immediate future, most users will require access to the reports only. Access to the custom extracts is appropriate for the agency personnel who process the current file extracts from EMPL.

A copy of the new security form can be found at:
<http://www.colorado.gov/dpa/dfp/sco/payroll.htm>